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DOING MORE WITH WORD: MICROSOFT OFFICE 2010

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View our full schedule, handouts, and additional tutorials on our website:

www.lib.unc.edu/cws

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GETTING STARTED

Prerequisites:

It is assumed that user is both familiar and comfortable with the following prior to working with Microsoft Word:

- Using the mouse and the left-click feature
- Basic navigation through Microsoft Windows
- Basic typing and keyboard commands
- Basic components of Microsoft Word
- Basic text formatting in Microsoft Word

Please let the instructor know if you do not meet these prerequisites.

What You Will Learn:

Viewing Toolbars	Adding and Removing Buttons	Modifying Line Spacing
Creating Bulleted and Numbered Lists	Creating Tables	Formatting Columns
Formatting Margins	Adding Headers and Footers	Inserting Text Boxes
Inserting Other Graphics	Inserting Symbols	Saving Documents
Printing Documents	Finding More Help	Closing the Program

USING MICROSOFT WORD

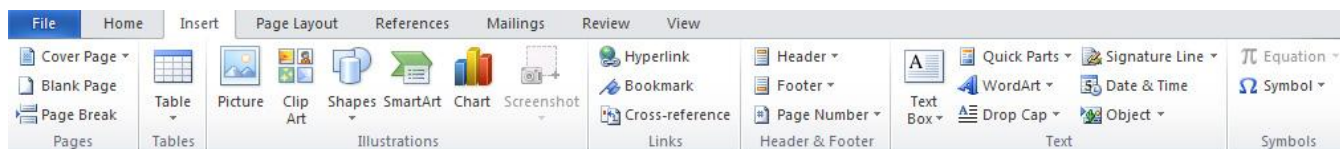
Viewing Toolbars

We talked about some of the basic features of Word in the Introduction to Microsoft Word class. But there are many more things that Word can do, and this handout will cover some of them.

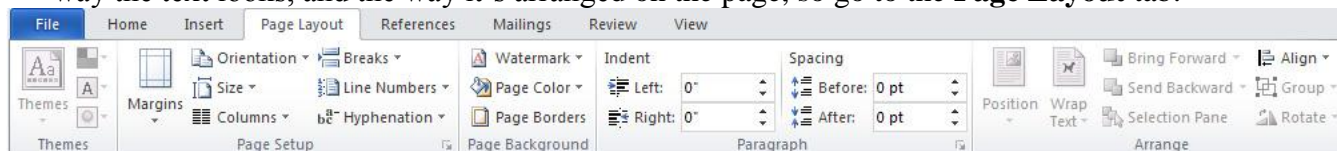
In addition to the basic components discussed in the Introduction handout (including the Title Bar, the Ribbon Menu system, the File Menu, and the Home, Insert, and Page Layout tabs), Word has many other components that you can choose to turn on and off as you wish.

There are many different toolbars that are available in Word, and most of them are intended to help with editing one specific thing. For example, there are toolbars for drawing shapes, formatting pictures, and working with tables and borders. In previous versions of Word, it was necessary to open or select these menus from the Title Bar. However, in Word 2010, they should all appear within the Ribbon Menu system—you just need to find them!

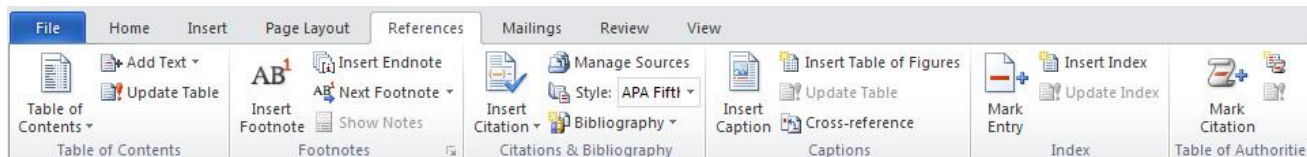
The trick to finding what you need in Word 2010 is to think in terms of categories. If you want to put a picture, a text box, a chart, page numbers, WordArt, a symbol, or a shape in your document, what you're really doing is **Inserting** one of these objects into your document. So, go to the **Insert** tab:



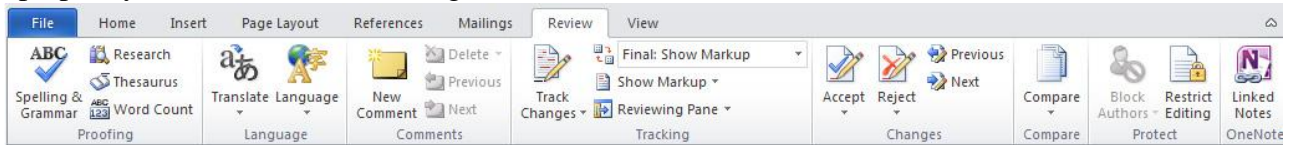
If you want to format the page margins, change indenting or spacing, format columns, or change the page orientation (e.g., from portrait to landscape), these are all things that have to do with the way the text looks, and the way it's arranged on the page, so go to the **Page Layout** tab:



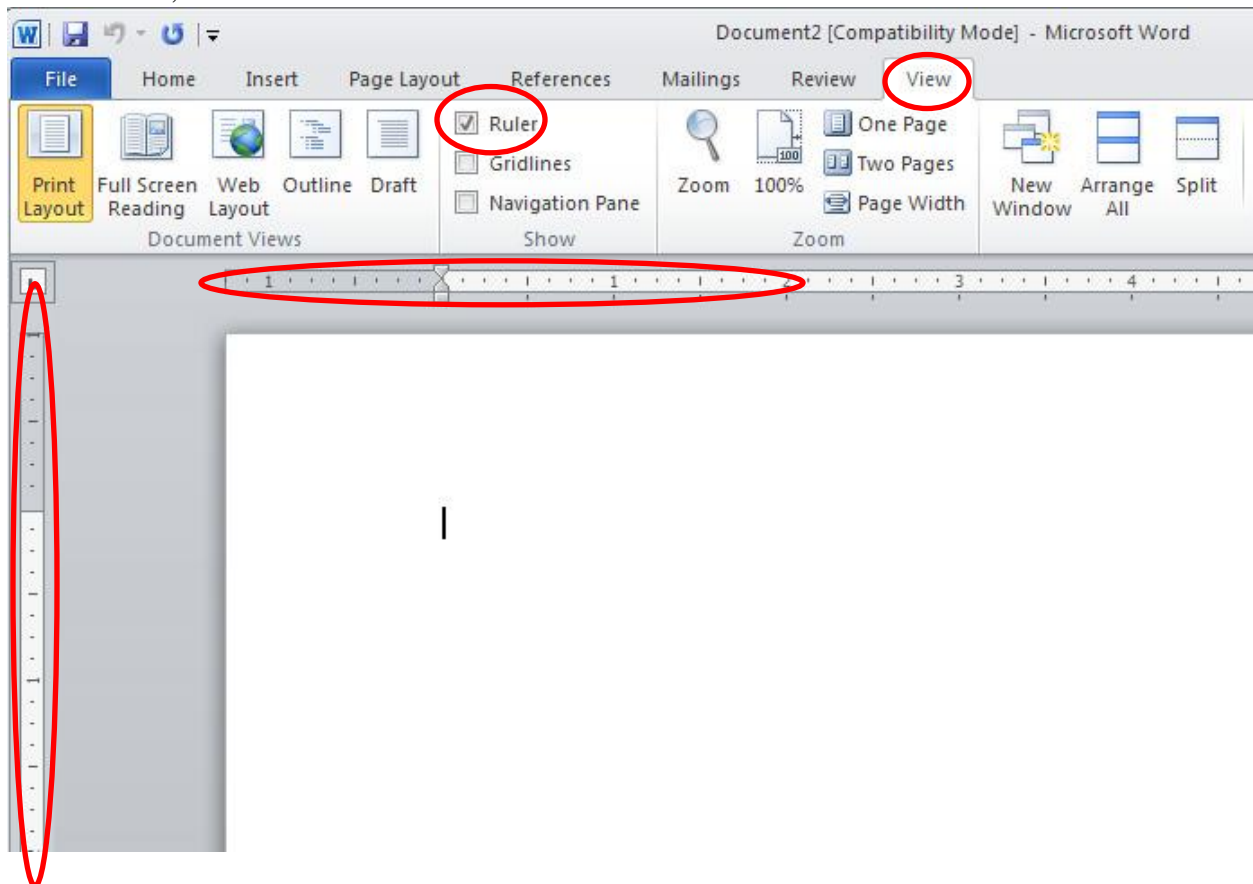
If you want to insert endnotes, footnotes, format or manage citations, or format a table of contents or index, think of these elements as types of **reference** materials. To access these tools, click the **References** tab:



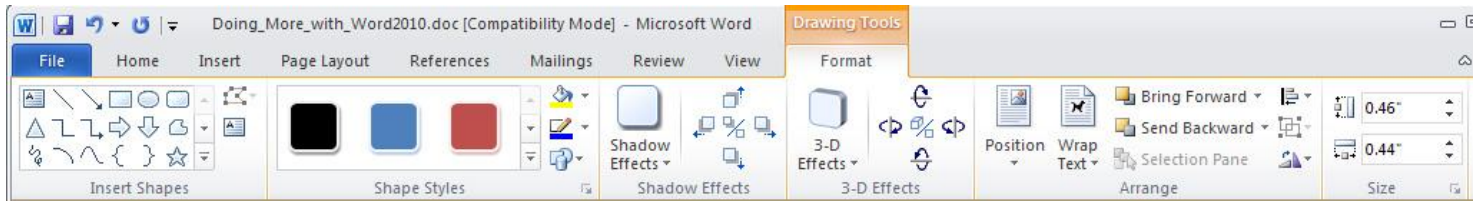
If you're accustomed to using comments and track changes (as well as spell-check and the built-in thesaurus), think of these tools as part of the **review** process—tools you use to edit and prepare your document for sharing. To access them, click the **Review** tab:



Finally, the **View** tab allows you to change the way that your document appears within the Microsoft Word window. Here you can zoom in and zoom out, change from 'Print Layout' to 'Web Layout', or even split the screen so that you can view two different pages at once. One especially useful feature you can access in the **View** tab (which may or may not appear by default), is the **ruler**. The ruler appears at the top and left-hand side of the document, and can be used to format margins and align different elements of the page. To make the ruler visible, click the **View** tab, then check the box next to **Ruler** in the Show/Hide box.



In addition to these tabbed menu toolbars, additional, contextual tabs may appear while you're working. For example, if you insert a shape, the **Drawing Tools** tab and menu will appear. If you click on some text, this tab and menu will disappear (because you can't format text with drawing tools). To make the context tab reappear, simply click on the shape again. This same principle can be applied to any context tab (e.g., a **Chart Tools** tab will appear if you insert a chart). Some contextual tabs may also have additional tabs (e.g., a **Design** tab).



If ever you can't find a menu item or tool you're used to working with in earlier versions of Word, try clicking on the small, diagonally-pointing arrow in the bottom, right-hand corner of any of the tab boxes. This will open up the menu in a separate window, with all available tools.



MORE TASKS IN MICROSOFT WORD

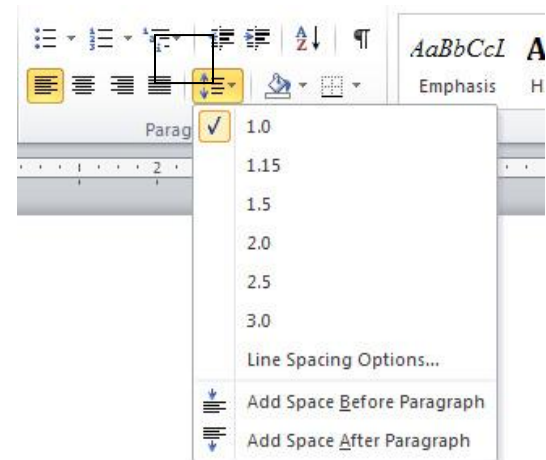
Modifying Line Spacing

Line spacing in Word refers to the amount of space between lines of text. The default in Word 2010 is 1.15 spacing (a little bit more space than single-spacing, what you would find in a book), which does not leave much space between lines. Single spacing is easy for the eye to read. There may be times, however, when you want to change this spacing. One common option is to double-space text:

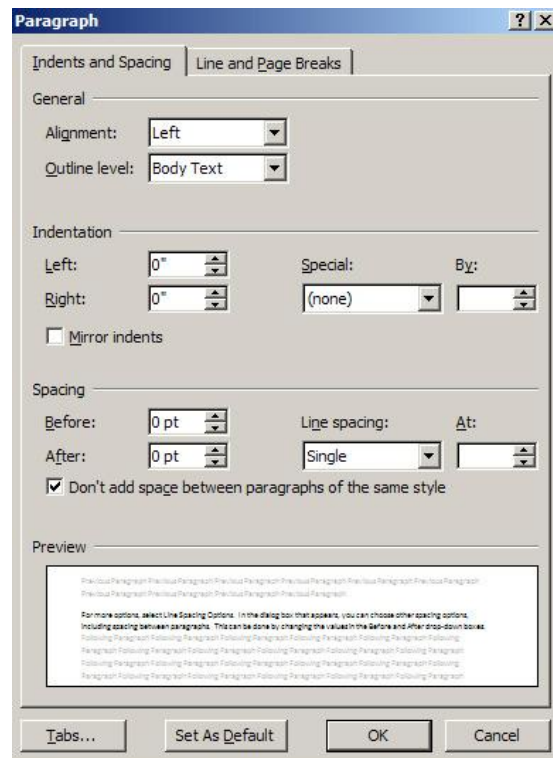
This text is double-spaced. Double-spacing is especially useful if there is a possibility of someone else proofreading your document. It allows more room for them to write comments on the page.

To change the line spacing:

1. Select the text you want to format by highlighting it.
2. On the **Home** tab, click on the **Line Spacing** button in the **Paragraph** group.
3. Choose the spacing you want from the menu that appears.



For more options, select **Line Spacing Options**. In the dialog box that appears, you can choose other spacing options, including spacing between paragraphs. This can be done by changing the values in the **Before** and **After** drop-down boxes.



Creating Bulleted and Numbered Lists

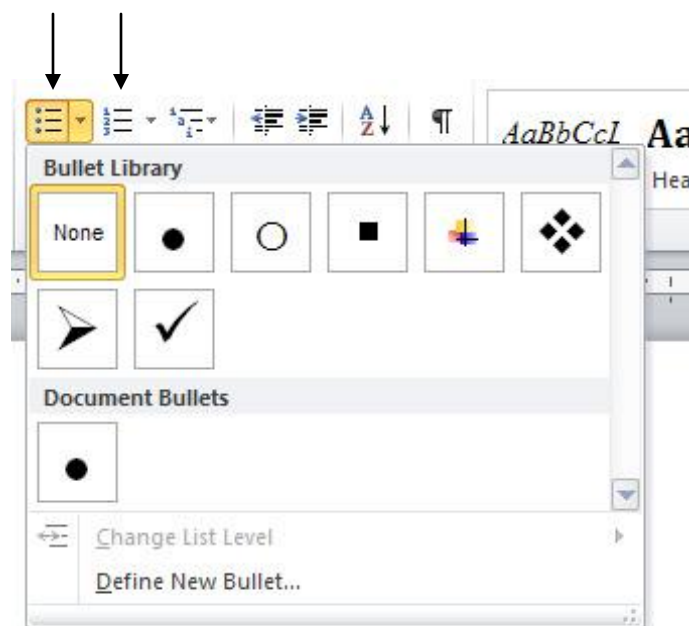
Word allows you to create lists within your document that can be organized with bullets or numbers. Lists are useful for presenting text that wouldn't make sense in paragraph form (for example, step-by-step instructions) or for emphasizing key points. Bullets are usually small circles at the beginning of item in a list, and numbers are used for lists that are arranged in sequential order.

Example of a bulleted list:

- Milk
- Eggs
- Bread
- Orange juice

To create a list:

1. On the **Home** tab, select either the **Bullets** or **Numbering** buttons from the **Paragraph** group. If you want to choose a particular style for your bullets or numbers, click on the triangle next to the button and choose a style from the menu that appears.
2. You will see the first bullet or number appear on your document. Type your first line of text and then hit Enter.
3. Another bullet or number will appear automatically. Type your next line of text and hit Enter.
4. When you have finished your list, hit Enter twice to end the bullets or numbering.



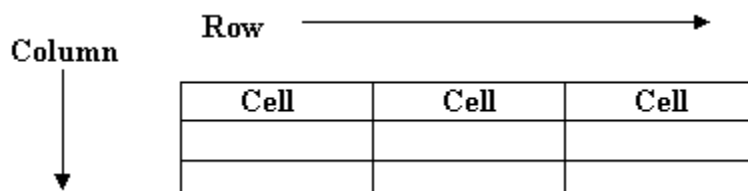
To delete a bullet point or number, put your cursor to the right of the bullet and hit the Backspace key.

Creating Tables

Tables are a great way to present information in a very organized format, whether that information is text or numbers.

Tables are made up of horizontal **rows** and vertical **columns**, with lines or **borders** around each column and row. A **cell** is a single box where a row and column intersect. Cells are where you put your information (text or numbers).

Here is an example of a table:

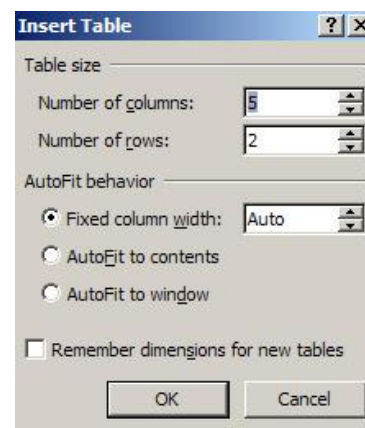
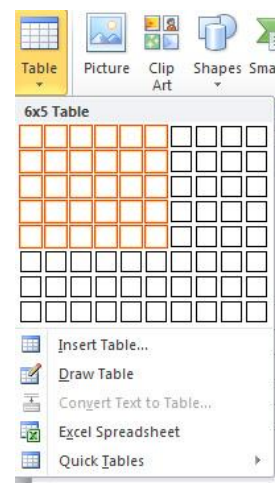


To create a table in Microsoft Word:


1. Select the **Insert** tab and click on the **Table** button.
2. Move your mouse to highlight the number of boxes to reflect the size you want your table to be (each box represents a cell). Click to create the table.

OR

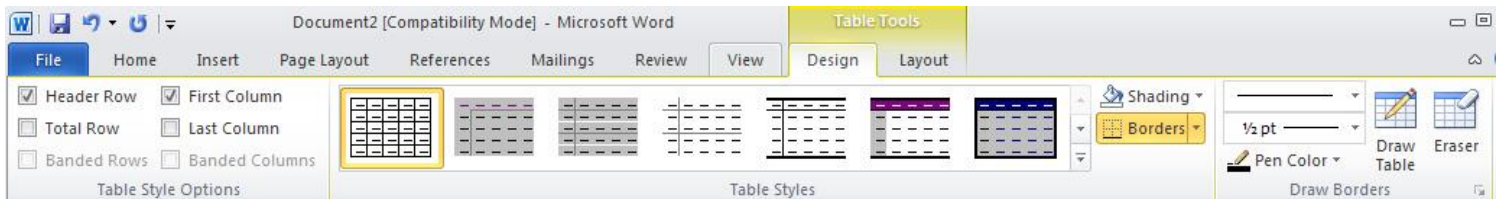
1. Select **Insert Table** from the menu that appears.
2. In the dialog box that appears, choose the number of columns and rows you want. Don't worry if you're not sure how many you need - you can add or delete columns and rows later.
3. You can change the column width under **AutoFit behavior**. Leaving the settings on **Fixed column width** and **Auto** will create a table that is as wide as your page.
4. Click **OK**.



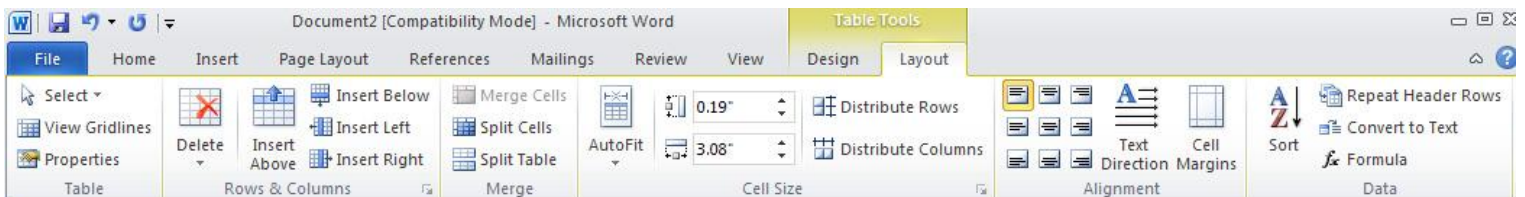
Once you've created your table, you are ready to enter text! To enter text into a cell, just click inside a cell and begin typing. You can format text in a table the same way that you would format text in a paragraph (with different fonts, sizes, colors, bold, underlining, italics, alignment, etc.). Use the arrow keys to move from one cell to another.

After you've inserted a table, Word will display two new tabs at the top of the screen under the words "**Table Tools**": the **Design** tab and the **Layout** tab. The buttons on these tabs give you many options for formatting your table. Experiment with these buttons until your table is formatted the way you want. Don't be afraid to make a mistake – remember, you can always use the **Undo** feature in Word (in the upper left corner of the screen: ). Experimenting is the best way to become familiar with this and other features in Word!

Design tab:



Layout tab:



Formatting Columns

Depending on the type of document you're creating, you may want your text to appear in two or more columns on the page. This style is often used in things like newsletters.

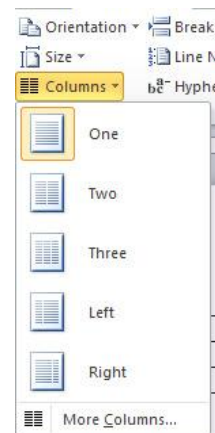
This is an example of text that is formatted in columns. This is an example of text that is formatted in columns. This is an example of text that is formatted in columns. This is an example of text that is formatted in columns. This is an example of text that is formatted in columns.

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Once you've got some text entered in your document, follow these steps to put them into two or more columns:

1. Select the **Page Layout** tab.
2. Click on the **Columns** button in the **Page Setup** group.
3. Choose the number of columns you want from the menu that appears.

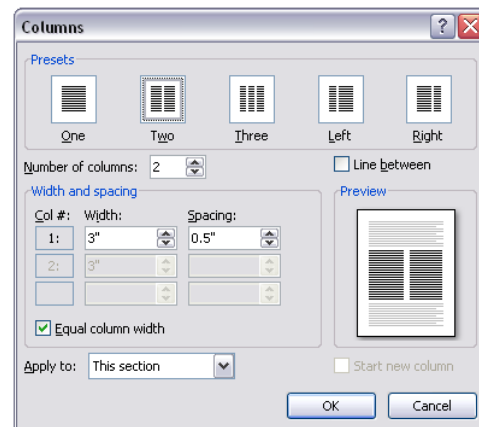
If you want more options than what is on the menu, click on **More Columns...** Change the settings in the **Columns** dialog box to the settings you want and click **OK**.



From the Columns dialog box, you can also change other aspects of formatting. For example, you can specify the width of the columns and the amount of space between them, you can choose to put a line between columns, and you can select which part of your document you want to apply columns to.

When you create columns this way, the text will fill the first column from the top to the bottom of the page before wrapping to the second column. If you want your text to begin wrapping to the second column in a different place, follow these steps:

1. Put your cursor in the text where you want the first column to end.
2. On the **Page Layout** tab, click on the **Breaks** button in the **Page Setup** group.
3. Choose **Column** from the menu that appears.



Formatting columns can sometimes be tricky, but don't be afraid to experiment with it until you get your document to look the way you want. If you make a mistake, you can always start over or use the **Undo** feature in Word to undo the last command you did.

Formatting Margins

Margins are the space between the edge of the printed page, and the text. On this piece of paper, there are one-inch margins at the top, on the left and the right side, and at the bottom of the page where there is no text (except for the page number).

Margins can be formatted manually (by dragging the indent markers pictured below), and by entering/selecting a number/value. To adjust margins manually, you must be able to see the page rulers. These should appear at the top (below the menus) and on the left-hand side of the document. If you do not see the rulers, you can make them visible by going to the **View** tab and checking the box next to **Ruler**.

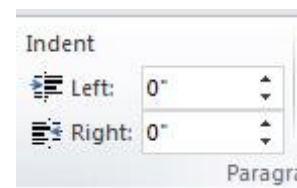


To adjust the first line of a paragraph (e.g., to indent all paragraphs by half an inch), highlight the text you would like to change, and then drag the top indent marker to the right or to the left.



To adjust the indent of lines below the first line in a paragraph (e.g., when formatting reference lists), highlight the text you would like to change, and then drag the bottom indent marker to the right or to the left.

To format margins by entering a number/value, highlight the text you wish to change, and then click the **Page Layout** tab, and go to the **Paragraph** group. You can then adjust the values for Indent by entering a number or by clicking the up and down arrow buttons.



Adding Headers and Footers

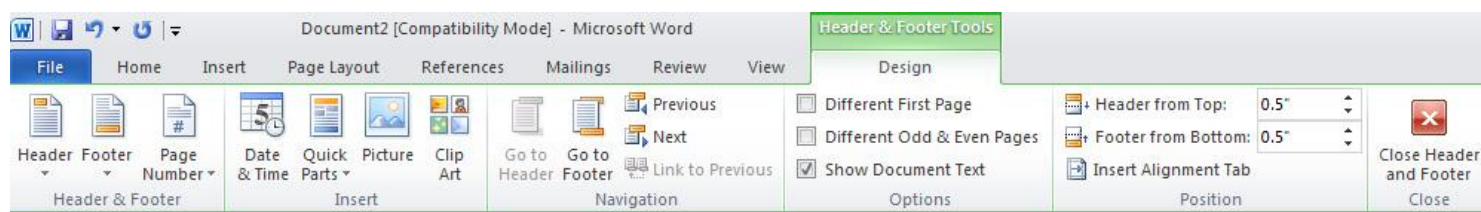
Headers and footers are sections at the top and bottom of a page, respectively, which contain information like page numbers, dates, or authors. The information in headers and footers is usually the same for all pages of a document (for example, the author's name might appear in the upper right corner of every page).

To insert a header or footer:

1. Select the **Insert** tab.
2. Click on the **Header** or **Footer** or **Page Number** button from the **Header & Footer** group.
3. Click on the style you want from the menu that appears.

- The main body of text will be grayed out and there will be boxes with dotted lines around them at the top and bottom of the page. The **Header & Footer Tools** tab will also appear.
- Type your text into the boxes with the dotted lines.
- Click **Close Header and Footer** on the menu when you are finished.

You can use the **Header & Footer Tools** tab to help you enter information and format your headers and footers.



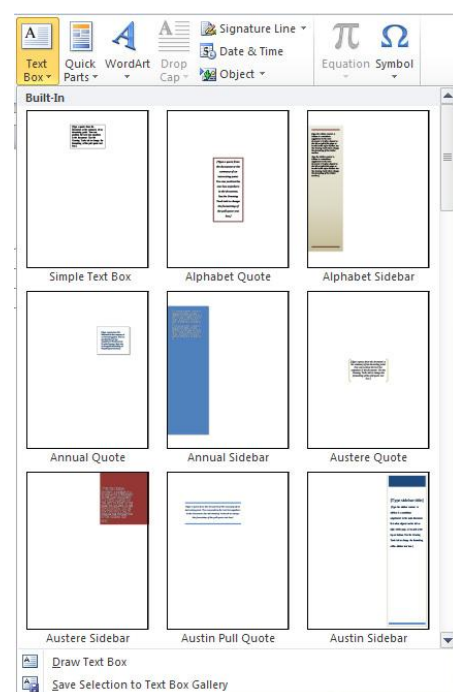
Inserting Text Boxes

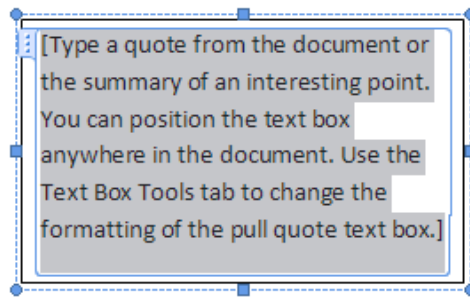
If you are creating a newsletter, flyer, announcement, or other similar type of document, you might have some text that you want to make stand out and draw the reader's eye to. One way you can do this is by using a text box. Text boxes give you the flexibility to position text anywhere on the page, similar to a picture. You can also format text boxes with things like colors and borders.

To create a text box:

- On the **Insert** tab, select the **Text Box** button from the **Text** group.
- Choose the style that you want from the menu that appears. Keep in mind that you can move the box to a different part of the screen or adjust its size after you choose the style.
- The text box will appear in your document with some highlighted text. Begin typing the text you want in the box.

You can format the text inside the text box the same way that you would format other text (with different fonts, sizes, colors, bold, underlining, italics, alignment, etc.).

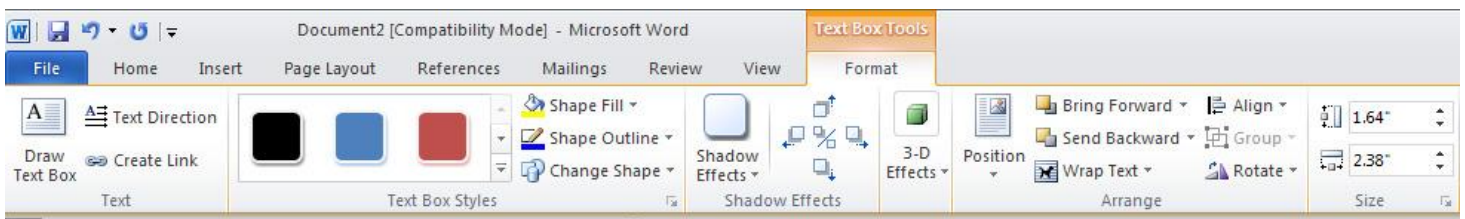




Similar to pictures or other shapes, you can resize or move your text box around the page. To resize, hover your mouse over one of the blue circles or squares on the border. Your mouse will turn into a two-headed arrow. Left click and drag the mouse (while holding the mouse button down) until the box is the size you want. Dragging the circles in the corners will keep the proportions of the box fixed, while dragging the squares in the middle of each side will only change *either* the height *or* width of the box.

To move the box, hover your mouse over the border until it looks like a plus sign (+) with arrows. Left click and drag the mouse (while holding the mouse button down) until the box is placed where you want it.

As mentioned before, you can format the style of your text box by changing the border, color, shading, etc. You can do this using the **Text Box Tools** tab that appears when you insert a text box. Experiment with the buttons on this tab until your text box looks the way you want.



Inserting Other Graphics

Word lets you style your documents with much more than just words – there are all kinds of graphics you can use to enhance your work! Many of these can be found on the **Insert** tab.

Shapes

Some shapes that are available include lines, arrows, rectangles, and ovals.

1. On the **Insert** tab, click on the **Shapes** button from the **Illustrations** group.
2. Your mouse will turn into a crosshair: \oplus . Left click and drag (while holding down the mouse button) until the shape is the size you want.

You will also see a **Drawing Tools** tab at the top of the screen that will give you many options for formatting your shapes. Holding down the **Shift** key while using the rectangle tool will create a perfect square, and holding it down while using the oval tool will create a perfect circle.

WordArt

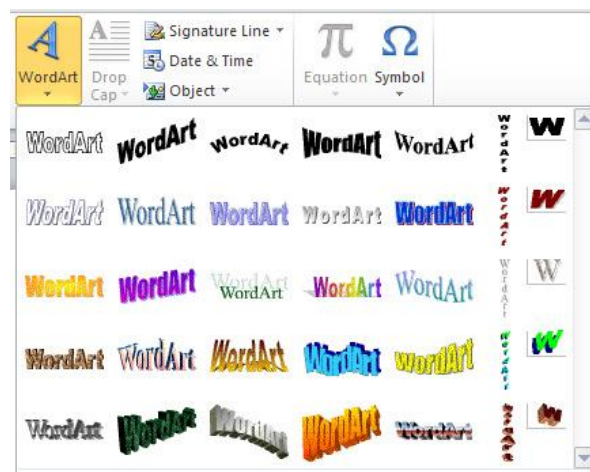
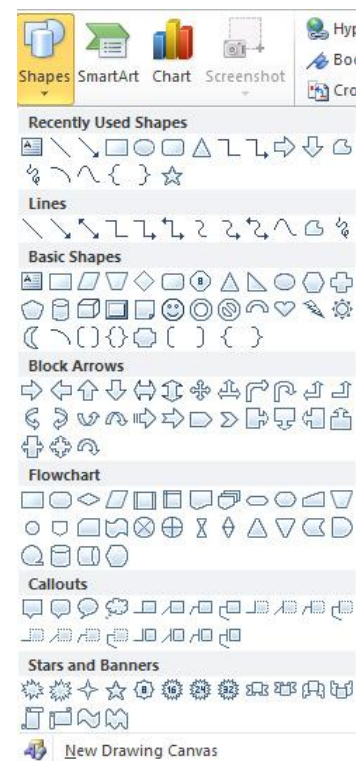
Another tool to help you style your document is **WordArt**. Formatting WordArt is similar to formatting a picture or a text box.

1. On the **Insert** tab, click on the **WordArt** button from the **Text** group.
2. Select a style from the WordArt gallery that appears and click OK.
3. Enter your text into the dialog box that appears and click OK.

You can change the size of the WordArt you've created similar to the way you would change the size of an image. Click on the word and a box with squares in the corners will appear around it:



Hover your mouse over one of the squares until it becomes a two-headed arrow. Left click and drag the mouse (while holding the mouse button down) until the text is the size you want.



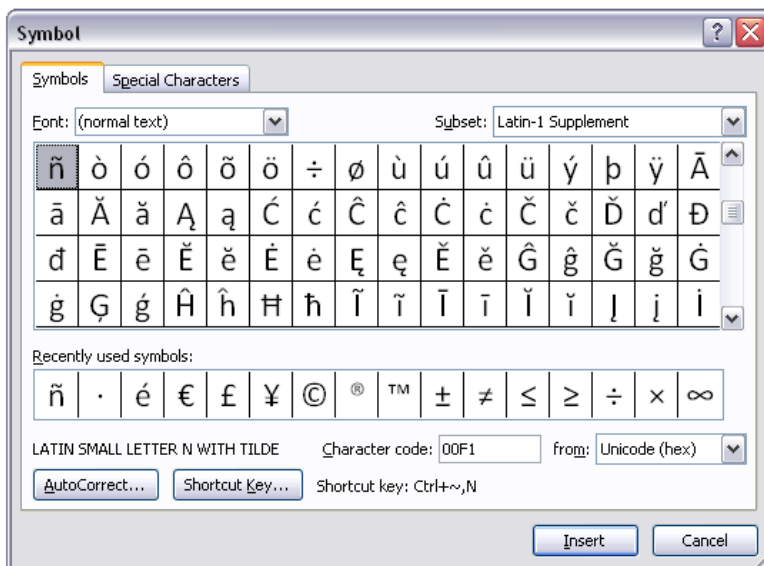
Inserting Symbols

Sometimes you may need to use a symbol that you don't normally find on a keyboard. Word has many common symbols pre-loaded for you to use, such as the copyright (©) symbol or even characters from other alphabets.

To find and insert these symbols into your document, select the **Insert** tab and click on the **Symbol** button in the **Symbols** group. If the symbol you want isn't in the dropdown menu, select **More Symbols**. Then choose the symbol you want and click **Insert**. The symbol will then appear in your document. Click **Close** when you are finished.



You can also find other special characters by clicking on the **Special Characters** tab in the Symbol dialog box.



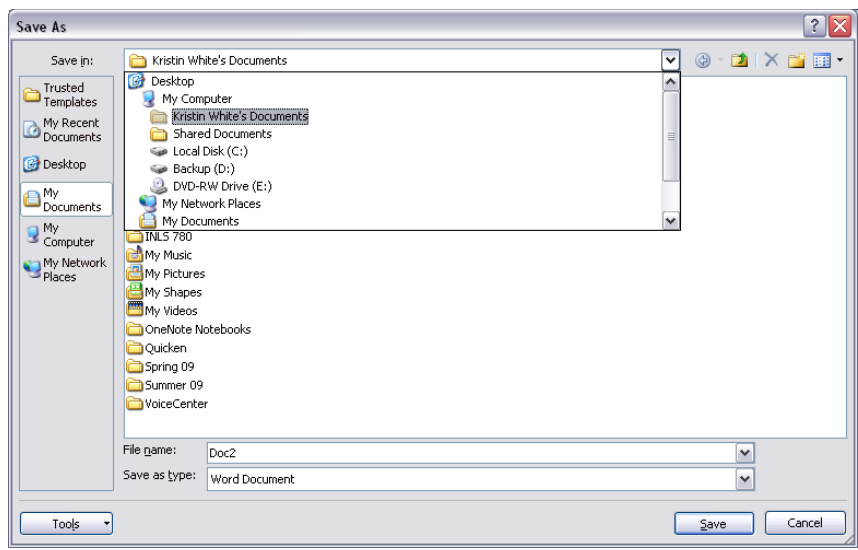
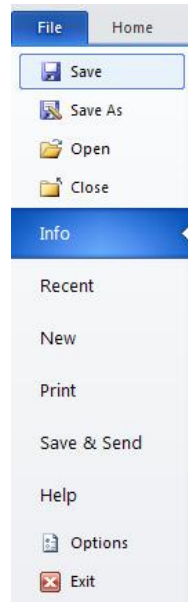
CLOSING MICROSOFT WORD

Saving Documents:

When you finish typing and want to leave the computer, it is important to save your work (even if you are printing a hard copy – saving should be a reflex). To save you work in MS Word, it is essential to know **WHAT** you are trying to save as well as **WHERE** you are trying to save it.

Click on the **File Menu** → then click **Save** to get started.

You can change the filename that Word has chosen just by typing a new one in the **File name** box at the bottom of the window that appears.



MS Word will automatically save your document with the suffix ".docx" – this is simply a tag that lets Word know that your work is specific to this program in the 2010 version. You do not have to type it – just highlight what is there (default is "Document1") and write a new file name.

As evident in the diagram above, there are many places in which you can save a file, some of which are portable and some of which are immobile.

The My Documents folder on your computer's hard drive is a good place to store your documents. A blank CD (compact disc) or a USB jump drive are great portable storage devices and can contain a LOT of data.

Due to differences between older versions of Word and the new 2010 version, older versions of Word cannot open documents saved in Word 2010 with the suffix “.docx”. If you think you might want to share your document with someone who has an older version of Word on their computer, you can save your document in a format that is compatible with older version.

To do this, click on the **File Menu** → then click **Save As** → then choose **Word 97-2003 Document** from the **Save as Type** below the **File Name** text box.

Then follow the steps above to name your document.

It is important to note that every consequent command of **SAVE** will overwrite your original file, creating the most up-to-date version. If you want to save the changed document without destroying the original one:

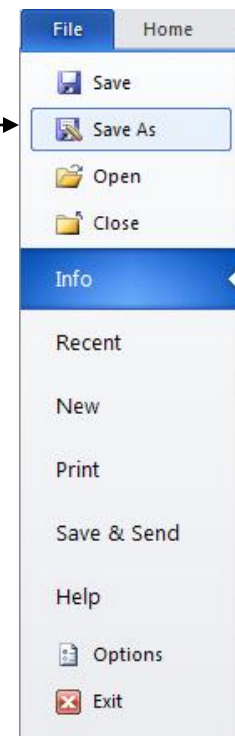
Click on the **File Menu** → then click **Save As** and give your document a new file name (unique from the original).

To bring a saved document back up on the screen in MS Word:

Click on the **File Menu** → then click **Open**.

Locate where the file is located (which folder, that is) and click on the filename of the document you want.

Click → **Open**.



Printing Documents:

To print your MS Word document:

Click on the **File Menu** → then click **Print** and a preview and print options will appear.

Click → **OK** for your document to start printing.

As with all commands in MS Word, you can make changes along the way. From the Print menu, you can alter how many copies will be made, in what order the pages will be and much more.

Finding More Help:

You can get help with MS Word by clicking the **Question Mark Button** located in the top right corner of the window.



Tutorials are also available on the Internet. Your instructor can help you with locating some of the resources.

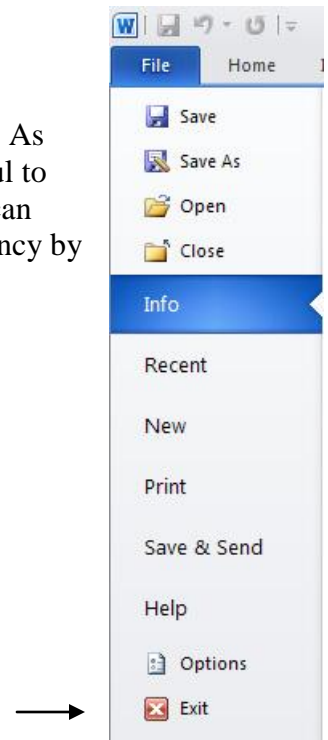
Closing the Program:

Congratulations! You have completed this course in Doing More with Word. As you become more and more comfortable with the program, it is always helpful to continue to experiment with options that you come across – sometimes, you can uncover a tool that would have stayed hidden – and you can improve proficiency by learning the fine details of the program. When you are finished,

Click on the **File Menu** → then click **Exit**.

OR

Click on the **X** in the top right corner of the computer screen.



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